



AN AASIS TRAINING GUIDE

Advanced Accounts Payable Processed Payments



**BEST IF PRINTED IN
SLIDE VIEW**

Methods of Payment Processing

- The most common method of payment is the automatic payment processing through treasury which results in a warrant or ACH.
- Agencies with cash funds through a local bank use other options for payment. Payment may be processed automatically or manually. Checks may be created automatically or manually.

Overview of Payment Processing

- Vendor invoices are entered directly or through the purchase order process.
- Payment documents record the payment of the invoice and clear the open invoices. Payment documents have a clearing document number.
- Warrants/ACHs are issued through treasury and given an AASIS generated warrant or ACH number.
- Checks are issued for non-treasury accounts. Check numbers are assigned based on an agency's number range.

Overview of Treasury Warrants

- AASIS payment runs are generated with transaction F110 by DFA operations. Payment runs are scheduled nightly.
- The agency can view the payment run exception list, which will list items that were not payable for various reasons.
- The Auditor of State's office generates the physical warrants and processes the ACH files. The Auditor of State mails the warrants unless otherwise instructed in the invoice's payment supplement field to hold for pick-up.



Overview of Treasury Warrants

- The agency can view the warrant after the payment run using transaction ZWARR_DETAIL.
- The treasury updates AASIS warrant redemption through an interface file. After the file is run, encashment dates are reflected in the payment information in AASIS.
- AASIS maintains a check register for treasury accounts and local bank accounts using a shared transaction. Use transaction FCHN to view the check register or transaction FCH1 to look up a specific warrant.

Overview of House Bank Checks

- Local bank accounts may be maintained and checks printed from AASIS or local accounts may be maintained in AASIS but written manually outside of AASIS.
- An agency requests that a house bank be set up in AASIS. Blocks of check numbers are set up in AASIS.
- A local check may be generated either by the Payment Run Program, Transaction ZF110, or by Transaction F-58. Transaction F-58 prints a check at the time a payment is posted. An agency user performs F-58 and the agency generates their own Payment Run Program (ZF110) for local bank accounts.

Overview of House Bank Checks

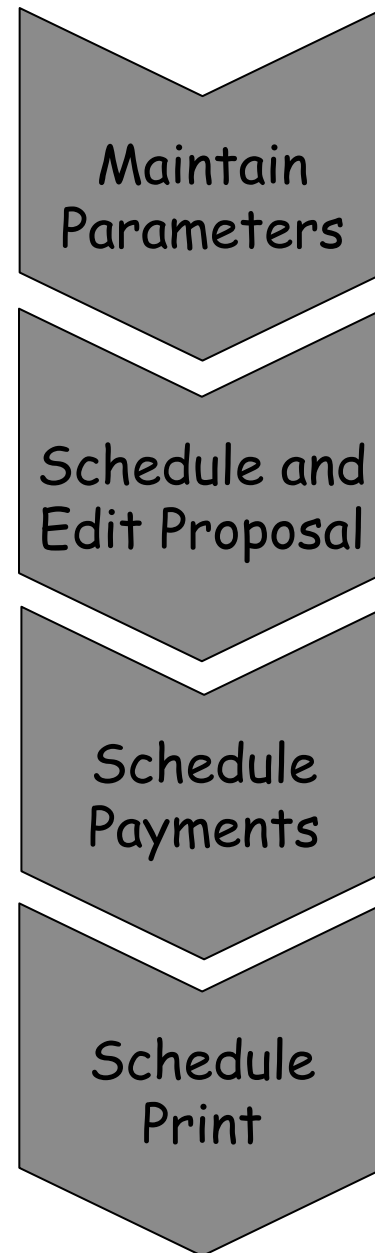
- When a local check is written manually, the entry is entered into the AASIS check register with two transactions; one for creating the check detail information and one for posting the payment. The user will post the outgoing payment with F-53 and create manual check information in FCH5. These transactions are used only for local house banks for reporting purposes only.
- Transaction FCHN allows viewing of the AASIS check register. Specific checks may be looked up in FCHN or individually in FCH1.

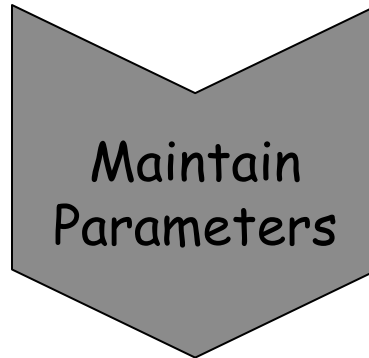
Transactions F110 and ZF110

The Payment Program

- The payment run program, F110, for Treasury warrants and Treasury automatic payments are executed by Department of Finance and Administration operations. This program runs once per night for all agencies for payment methods W,A,X,I,R.
- The payment run program for checks issued from local house banks, ZF110, is initiated by the agency only for payment method C and as many times a day as the agency desires.
- The upcoming screens detail the steps entailed in executing the Payment Program Run for local accounts using ZF110.

There Are Four Major Steps to Scheduling a Payment Run





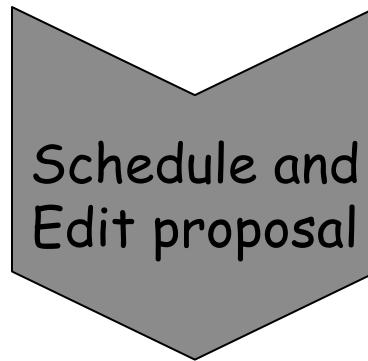
Who is going to be paid?

What payment method will be used?

When will they be paid?

How are they going to be paid?

Parameters have been entered.



The Payment Proposal run searches for documents and accounts due to be paid based on the criteria set in the maintenance of parameters.

Two reports are generated:

- Proposal List

- Exception List

**Payment Proposal has been created.
Payment Proposal has been edited.**



PROPOSAL LIST

A list of all invoices eligible for payment

Generated based on defined parameters

Payment terms and cash discounts are taken into consideration

EXCEPTION LIST

Items that cannot be paid are detailed on the Exception List. Possible reasons:

- Invoice is blocked

- Invalid data in the master record

- Invalid payment method

- Invalid house bank

- Payment amount is less than the minimum amount specified for payment

- Not enough money in the house bank

- Debit balance



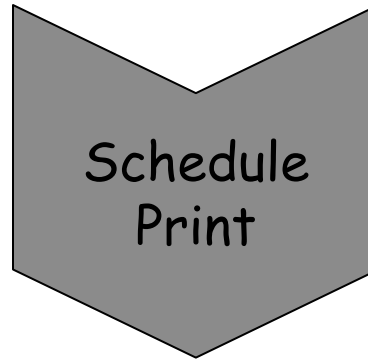
The Payment Run uses the data from the Payment Proposal:

To post the payment documents to the G/L and clear paid open items,

To post related postings for taxes, discounts, and exchange rate differences, and

To supply the Print Program with necessary data.

**Posting orders: x generated, x completed.
Payment Run has been carried out.**



The accounting functions are completed and a separate print program is scheduled to generate the payment media



Payment Program Run Transaction ZF110

Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status

Run date 10/05/04

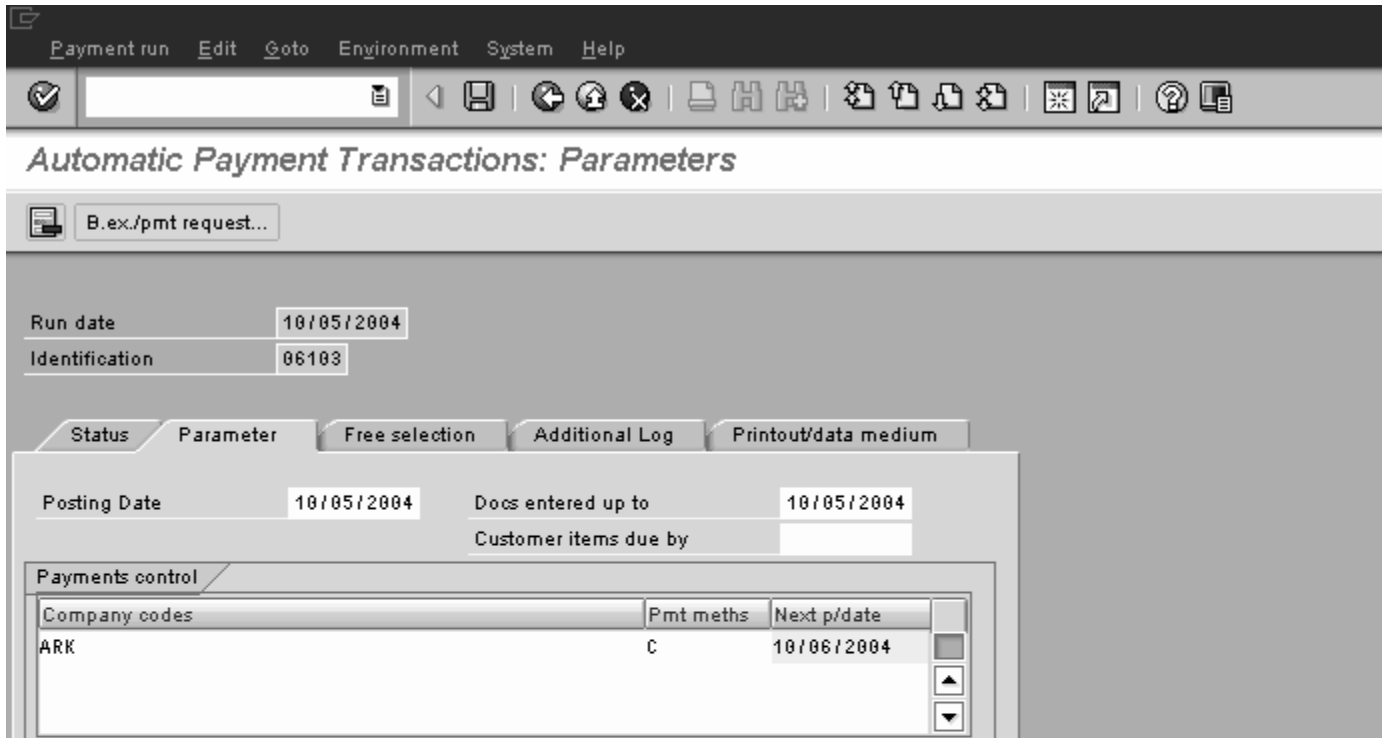
Identification 06103

Status Parameter Free selection Additional Log Printout/data medium

Status

No parameters entered as yet

Enter the date in the run date field. Enter the agency number followed by a sequential number that can be identified for this payment run in the Identification field. Select the parameter tab.



Automatic Payment Transactions: Parameters

B.ex./pmt request...

Run date: 10/05/2004
 Identification: 06103

Status | Parameter | Free selection | Additional Log | Printout/data medium

Posting Date: 10/05/2004 | Docs entered up to: 10/05/2004
 Customer items due by:

Payments control

Company codes	Pmt meths	Next p/date
ARK	C	10/06/2004

The Posting date and Docs entered up to fields are system generated. Enter company codes, Pmnt meths, Next p/date, and Vendor fields. Enter the date of the next payment run. If agency does not make daily payment runs, enter a future date to capture anything due within the next few days.

Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Parameters

B.ex./pmt request...

Run date 10/05/2004
Identification 06103

Status Parameter Free selection Additional Log Printout/data medium

Posting Date 10/05/2004 Docs entered up to 10/05/2004
Customer items due by

Payments control

Company codes	Pmt meths	Next p/date
ARK	C	10/06/2004

Accounts

Vendor 100000005 To 100000400
Customer To

Foreign currencies

Exchange rate type

Enter the date to identify selection of documents included in the payment process. Only documents posted up to this date will be included. Select vendor range.



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Free Selection

Run date 10/15/2004
Identification 06104

Status Parameter Free selection Additional Log Printout/data medium

Selection criteria

Field Name	Business Area	<input type="checkbox"/> Exclude values
Values	0610	
Field Name		<input type="checkbox"/> Exclude values
Values		
Field Name		<input type="checkbox"/> Exclude values
Values		

Click the Free selection tab. Select Business area in the Field name box and enter your business area in the values box. Click the Additional Log tab.

The screenshot displays the 'Automatic Payment Transactions: Additional Log' window in the AASIS software. The window has a menu bar with 'Payment run', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window contains the following fields and sections:

Run date: 10/15/2004
Identification: 06104

Navigation tabs: Status, Parameter, Free selection, Additional Log (selected), Printout/data medium

Required logging type

- ☒ Due date check
- ☐ Payment method selection in all cases
- ☒ Pmnt method selection if not successful
- ☒ Line items of the payment documents

Accounts required

Vendors (from/to)	Customers (from/to)
100000005 100000400	

On the Required logging type section, select the Due date check, Pmnt method selection if not successful, and Line items of the payment documents check boxes, as necessary. Enter the same vendor numbers from the Parameter tab page in the Vendors (from/to) fields.

Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Printout and DME

Maintain Variants

Run date 10/05/2004
Identification 06103

Status Parameter Free selection Additional Log Printout/data medium

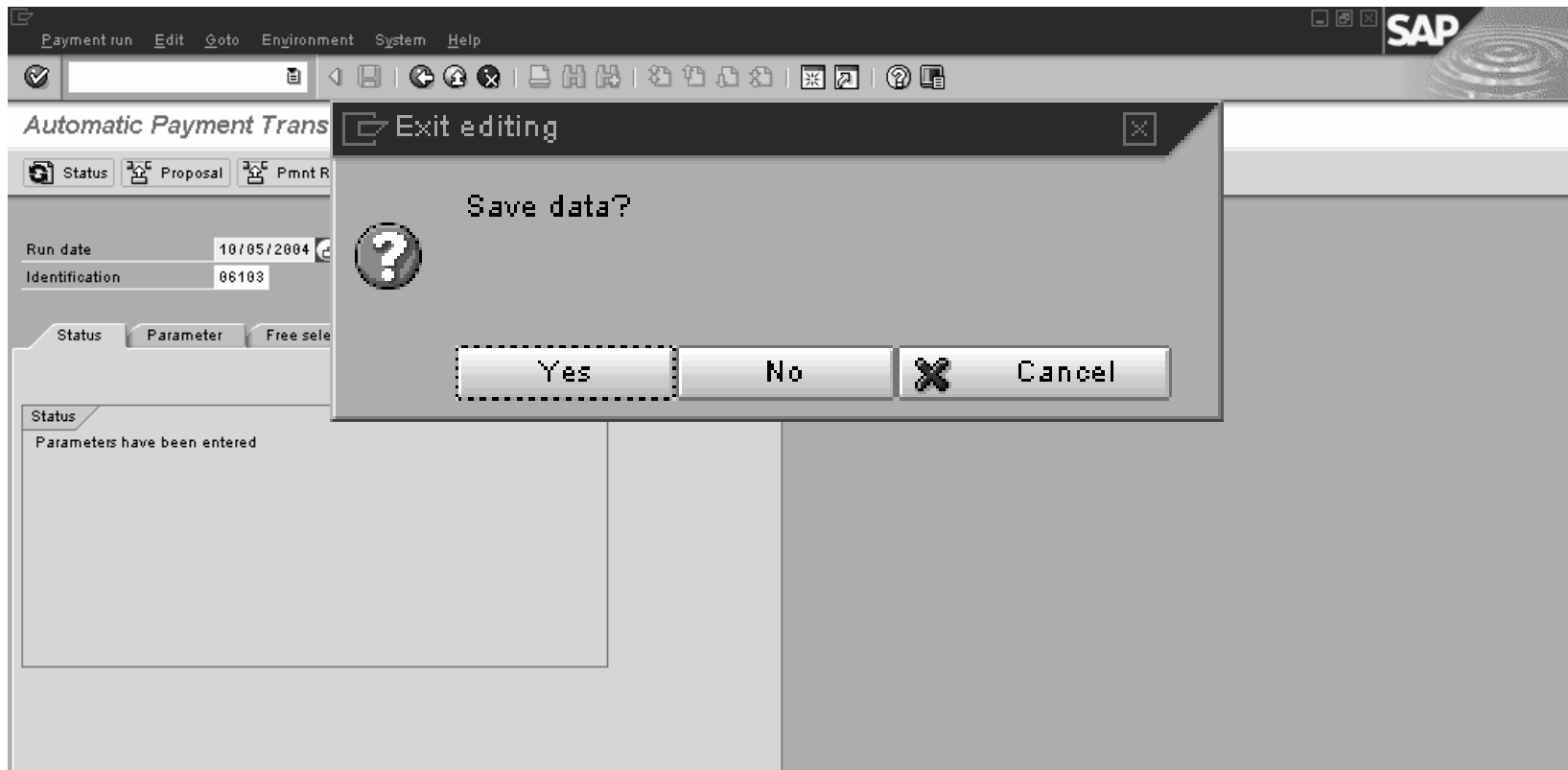
Form printing/data medium exchange

Program	Variant	Variant	Variant	Variant
RFFOAVIS				
RFFOEDI1				
ZFICHECK	BA060			

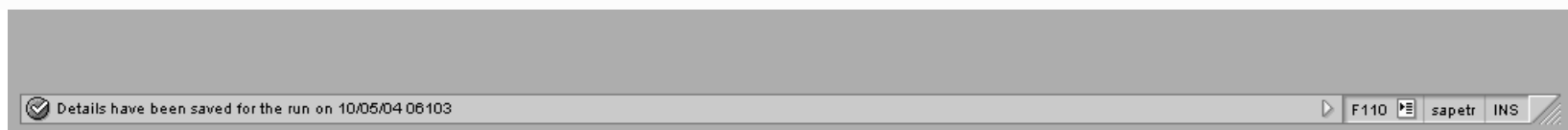
Lists

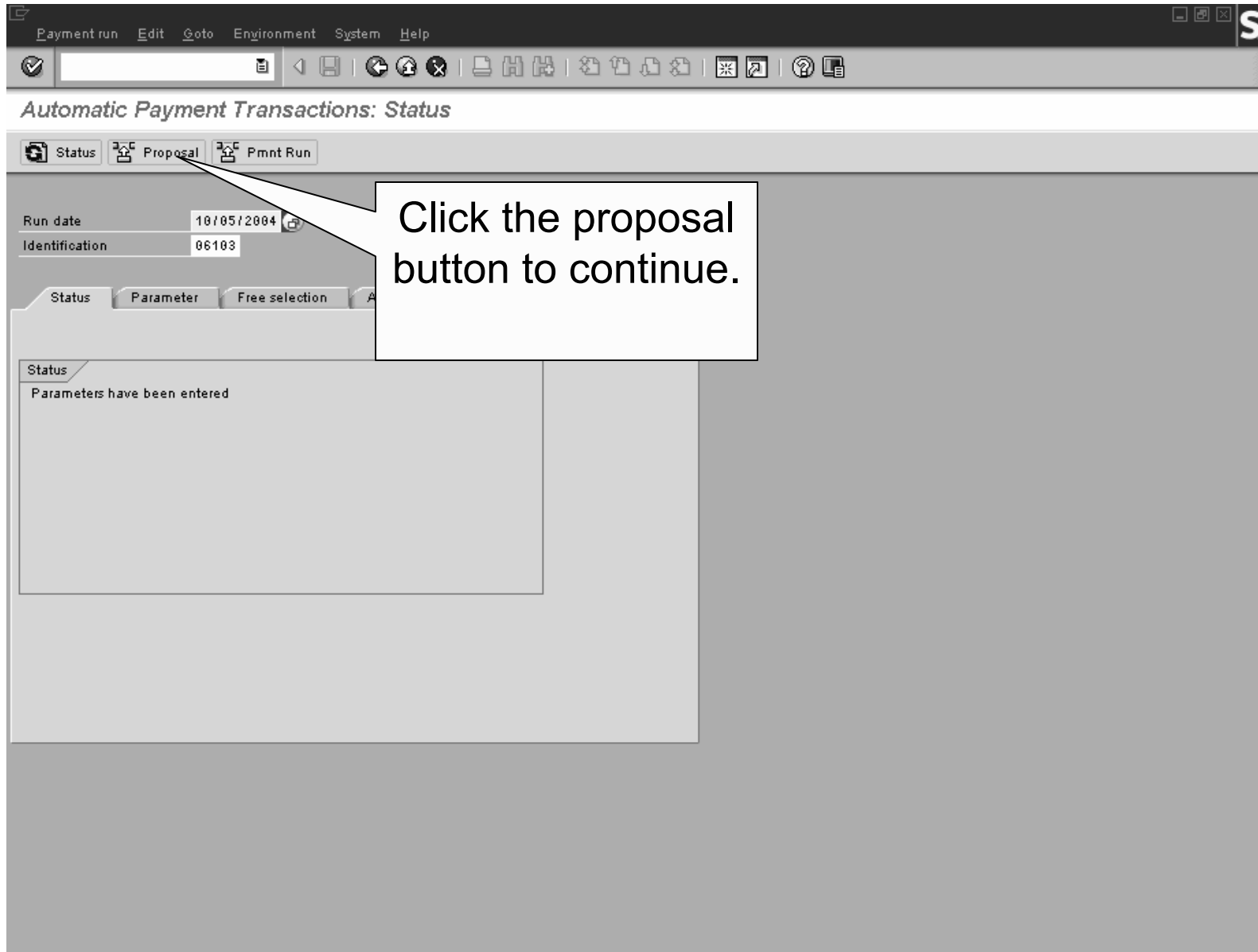
Programm	Variant	Variant	Variant	Variant
----------	---------	---------	---------	---------

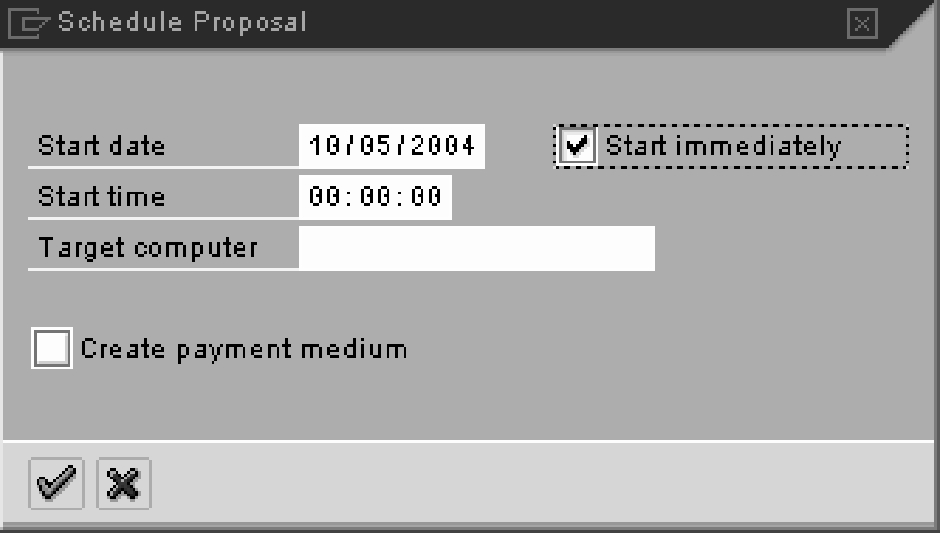
Click the Printout/data medium tab to continue. Specify the appropriate variant in the ZFICHECK field enter the **local bank** or click the drop-down button to select a variant from the list. **NOTE:** Each variant in the drop-down represents a combination of the bank account and payment type.



Select the Status tab and click Yes when the box pops up. AASIS will return a message that the details have been saved.







Schedule Proposal

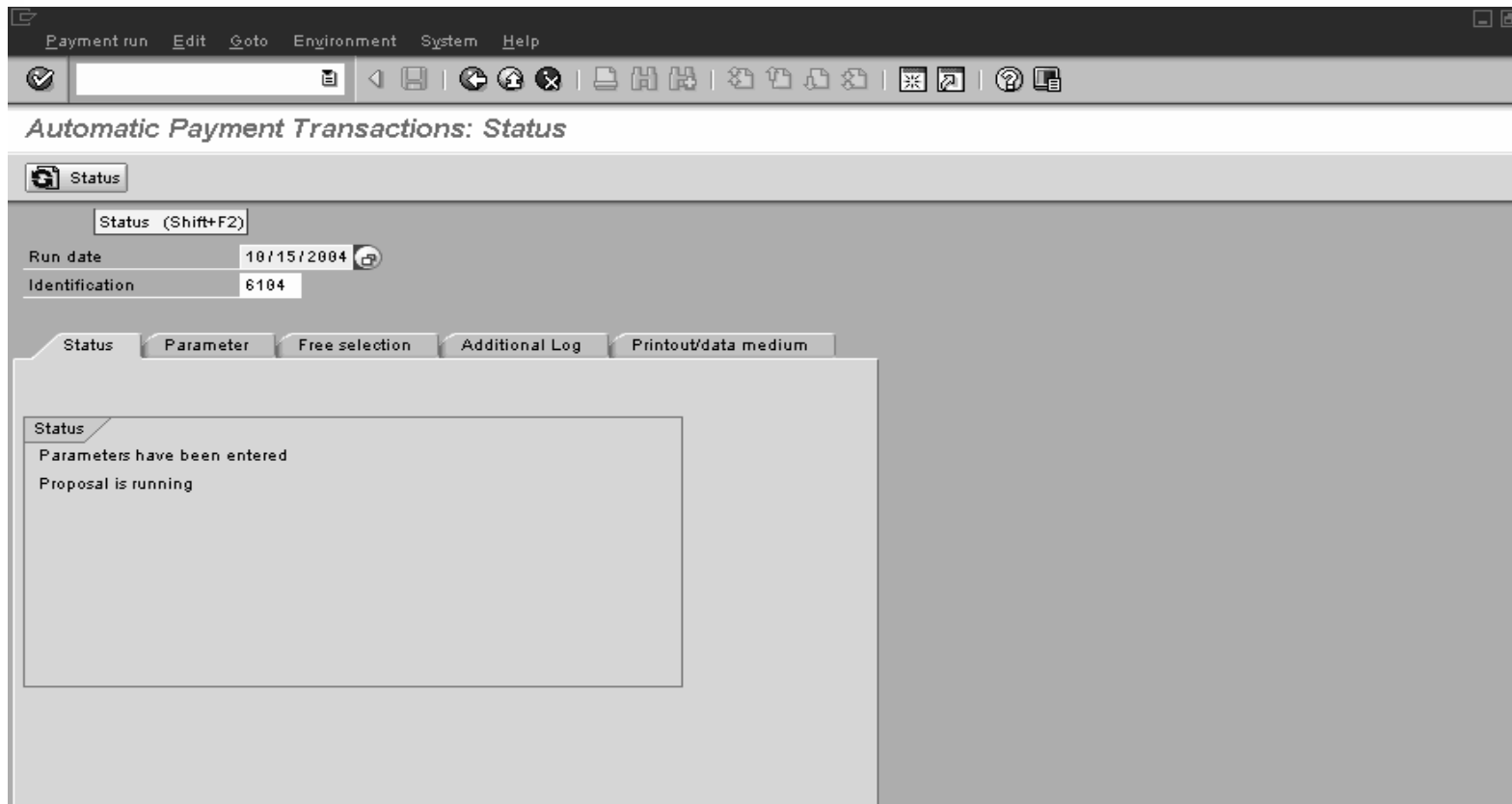
Start date 10/05/2004 ☒ Start immediately

Start time 00:00:00

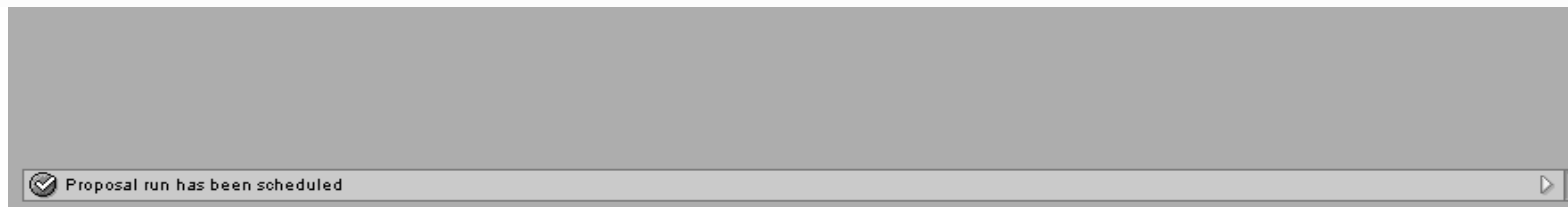
Target computer

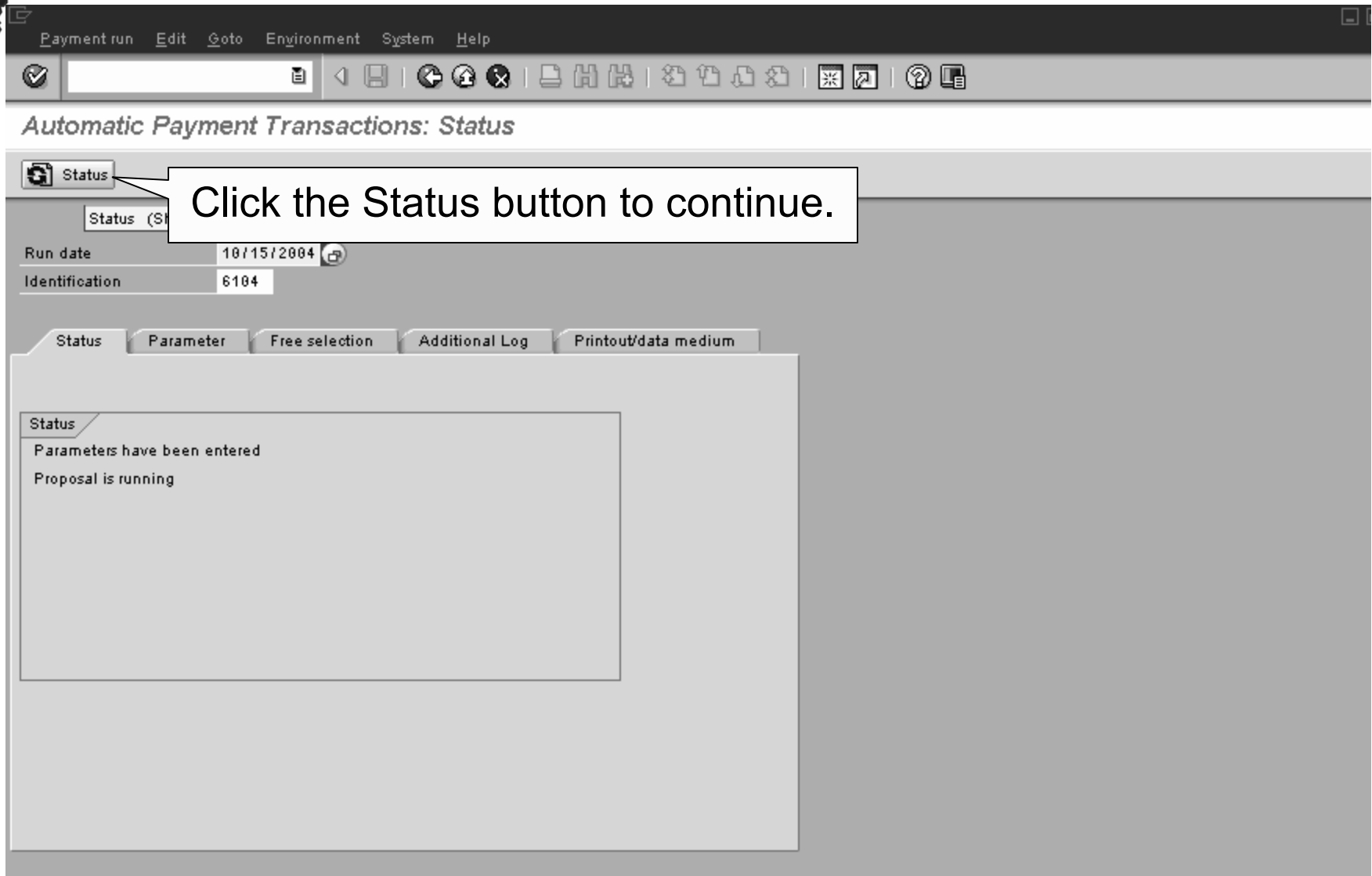
☐ Create payment medium

Enter the date the program is to start in the Start date field.
Enter a time to start or click Start immediately.
Click the Enter button to continue.



You'll get a message that the Proposal run has been scheduled.





Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status Pmnt Run Proposal Proposal Proposal

Run date 10/15/2004

Identification 6104

Status Parameter Free selection Additional Log Printout/data medium

Status

Parameters have been entered

Payment proposal has been created

The system returns the message:
Payment proposal has been
executed.



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status Pmnt Run

Schedule payment run

Run date 10/15/2004

Identification 6104

Status Parameter Free selection Additional Log Printout/data medium

Status

Parameters have been entered
Payment proposal has been created

Click Pmnt Run to continue.



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status Pmnt Run Proposal Proposal Proposal

Run date 10/15/2004
Identification 6104

Status Parameter Free selection Additional Log Printout/data medium

Schedule Payment

Start date 10/15/2004 ☒ Start immediately
Start time 00:00:00
Target computer
☐ Create payment medium

☒ ☐

Enter a start time or select Start immediately.

Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status Proposal Proposal

Run date 10/15/2004

Identification 6104

Status Parameter Free selection Additional Log Printout/data medium

Status

Parameters have been entered

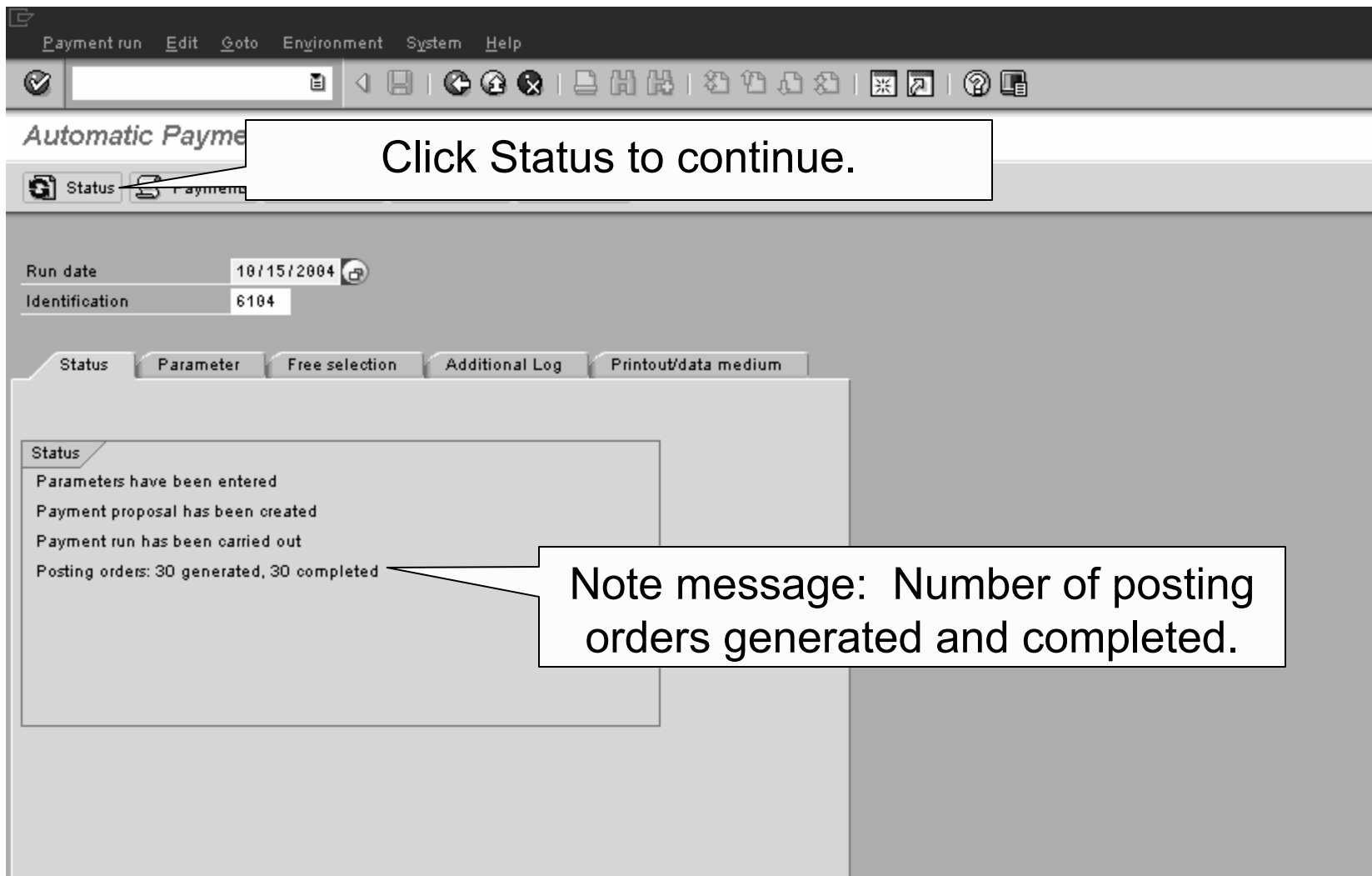
Payment proposal has been created

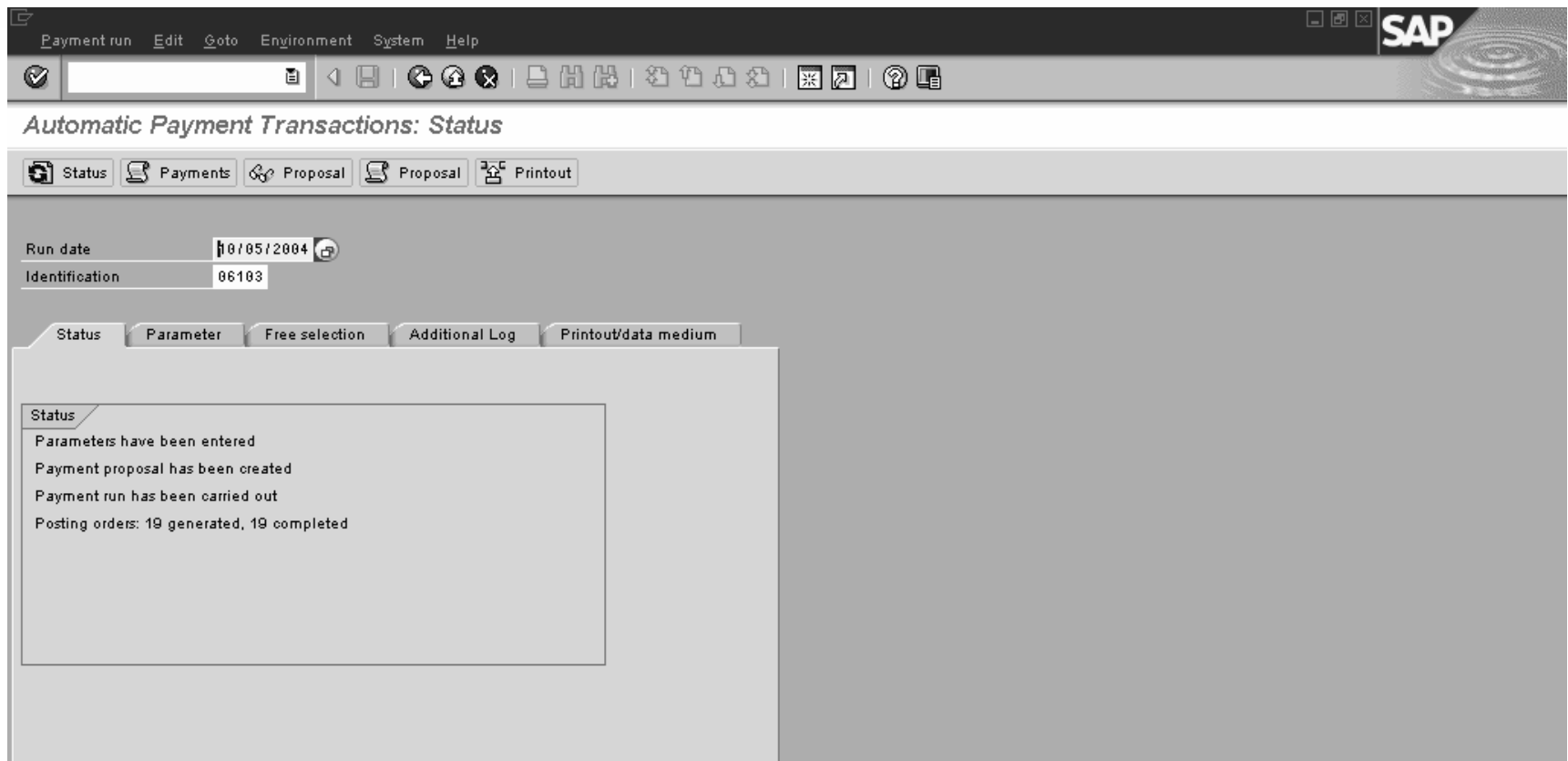
Payment run is running

Note message: Payment run is running

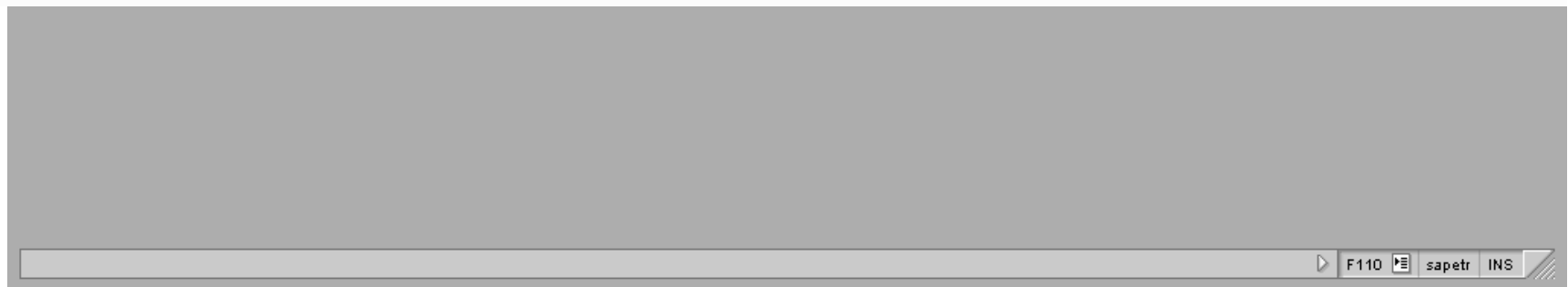
Note message: Payment run has been scheduled.

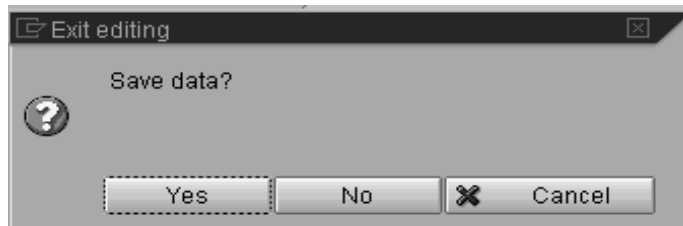
Payment run has been scheduled





Click the printout/ data medium tab.





Click the Yes button to continue. The status bar will return a message that the details have been saved.



The screenshot shows a 'Schedule Print' dialog box with two tabs: 'Scheduling' and 'Print job'. In the 'Scheduling' tab, the 'Start date' is set to 03/30/2001, 'Start time' is 00:00:00, and 'Target computer' is empty. There is a checkbox for 'Start immediately' which is checked. In the 'Print job' tab, the 'Job name' is F110-20010330-TEST4-?. At the bottom, there are 'OK' and 'Cancel' buttons.

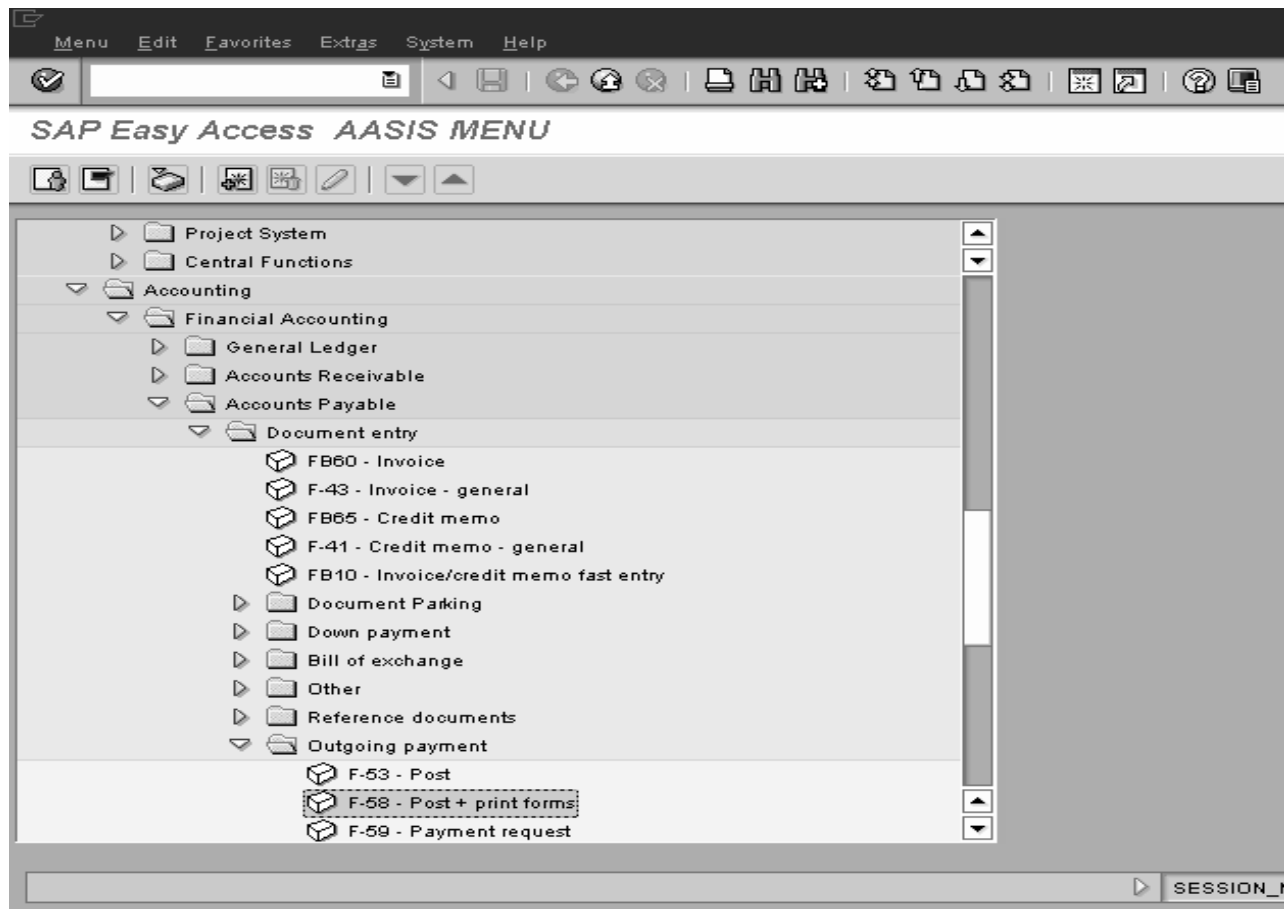
Enter the date the print program is to start in the Start date field. All other fields are optional.

In the Job name field, replace the question mark with an identifying number. Click the Enter button to continue.

The status bar displays a message that the print job has been scheduled.

A status bar message with a checkmark icon on the left and the text 'Print job F110-20010330-TEST4-1 has been scheduled'.

Transaction F-58 - Posting and Printing a Check Immediately





Transaction F-58 - Printing a Check Immediately

- Transaction F-58 allows a user to print a local house bank check immediately.
- This transaction cannot be used to process warrants or ACHs.
- Transactions are parked with FB60 and Posted with FBV0.



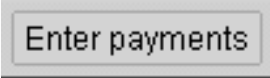
Specifications Edit Goto Settings Environment System Help

Payment with Printout: Header Data

Delete Enter payments

Payment method and form specifications		Processing type
Company Code	ARK	<input type="checkbox"/> Calculate pmnt amnt
Payment method	C	
House bank	BA20	
Check lot number	1	
Alternative form		
Padding Character		

Printer	Output control
Printer for forms	<input checked="" type="checkbox"/> Print immediately
Pmnt advice printer	<input type="checkbox"/> Recipient's lang.
	<input type="checkbox"/> Currency in ISO code
	<input type="checkbox"/> Test printout
	<input type="checkbox"/> Do not Void any Checks

Complete the Company code, Payment method, House bank, Check lot number, and Printer for forms fields. All other fields are optional. Click the Enter payments button  to continue.

**Payment with Printout: Header Data**

Process open items					
Document date	02/22/2002	Type	KZ	Company code	ARK
Posting date	02/22/2002	Period	8	Currency/rate	USD
Document number				Translation dte	
Reference				Cross-CC no.	
Doc.header text				Trading part.BA	
Clearing text					
Bank posting details					
Amount				Business area	
Value date	02/22/2002			Assignment	
Text					
Payee					
Vendor				Company code	ARK
Customer				Payee	
<input type="checkbox"/> Payment on acct	Pmnt on acct				
Paid items					
<input checked="" type="checkbox"/> Standard Ols					
Special G/L ind					
Additional selections					
<input checked="" type="radio"/> None					
<input type="radio"/> Document number					

Complete the Header information as usual. Complete the Amount, Business area, Value date, and Vendor fields. All other fields are optional.

Click the Process open items button to continue.

Document Edit Goto Settings Environment System Help

Payment with Printout: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withldg tax

Account items 100000050 Office Depot

Document...	D...	Docume...	P...	Bu...	Da...	USD Gross	Cash discnt	Cash...
19000042	KR	03/22/2...	31	0610	30-	85.00-		
51000001	RE	03/12/2...	31	0610	20-	106.63-		
51000003	RE	03/14/2...	31	0610	22-	10.66-		
51000004	RE	03/14/2...	21	0610	22-	10.66		

Editing status

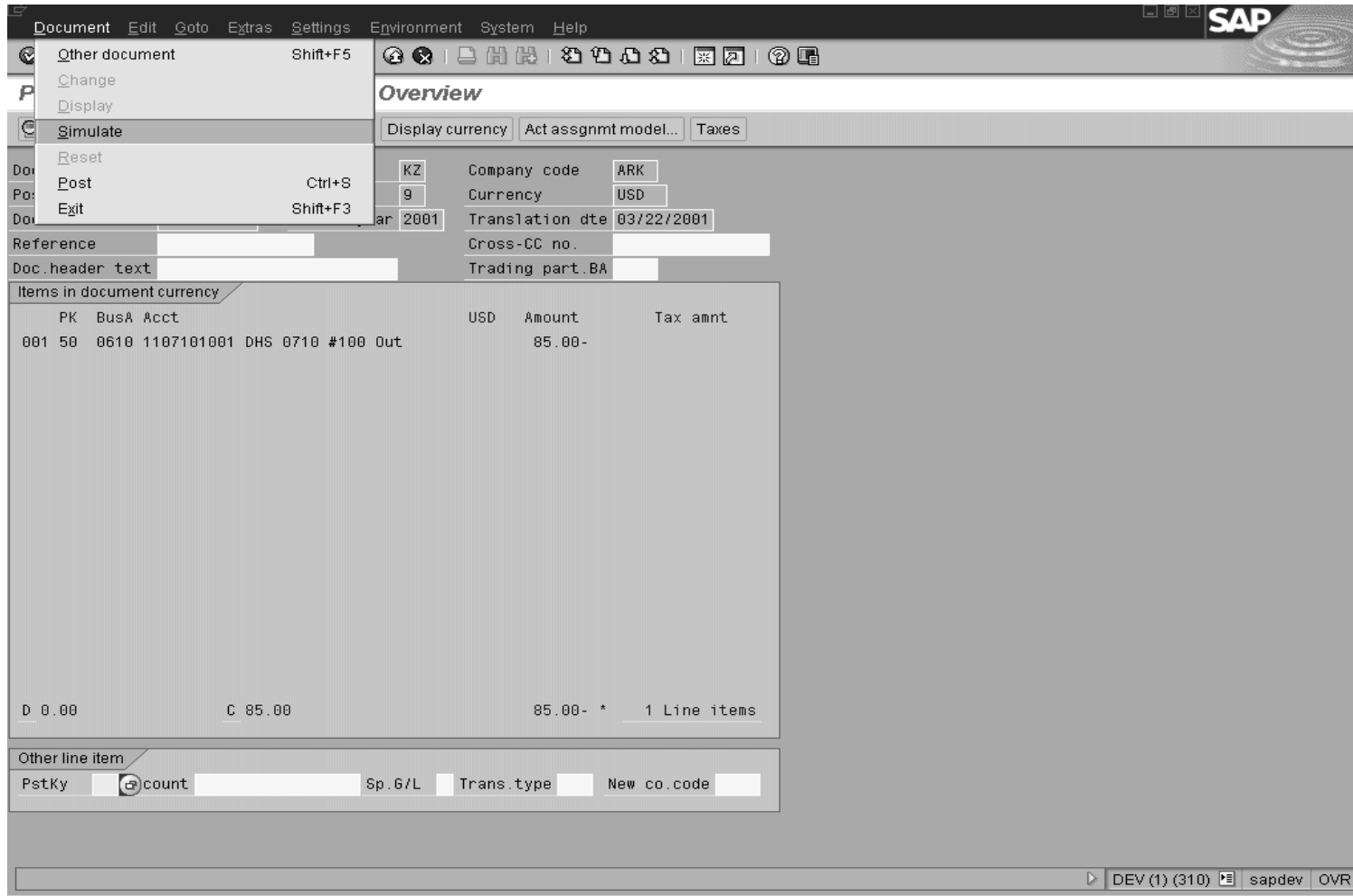
Number of items	4	Amount entered	85.00-
Display from item	1	Assigned	85.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Double-click the line item amount that you want to clear.

NOTE: When you select a line item amount, the Assigned and Not assigned fields change.

Click the Document overview icon button.





From the menu bar, select Document > Simulate.



Document Edit Goto Extras Settings Environment System Help

SAP

Payment with Printout: Display Overview

Display currency Taxes Reset

Document date 03/22/2001 Type KZ Company code ARK
Posting date 03/22/2001 Period 9 Currency USD
Document number INTERNAL Fiscal year 2001 Translation dte 03/22/2001
Reference Cross-CC no.
Doc. header text Trading part BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	50	0610 1107101001 DHS 0710 #100 Out		85.00-	
002	25	0610 0100000050 Office Depot		85.00	

D 85.00 C 85.00 0.00 * 2 Line items

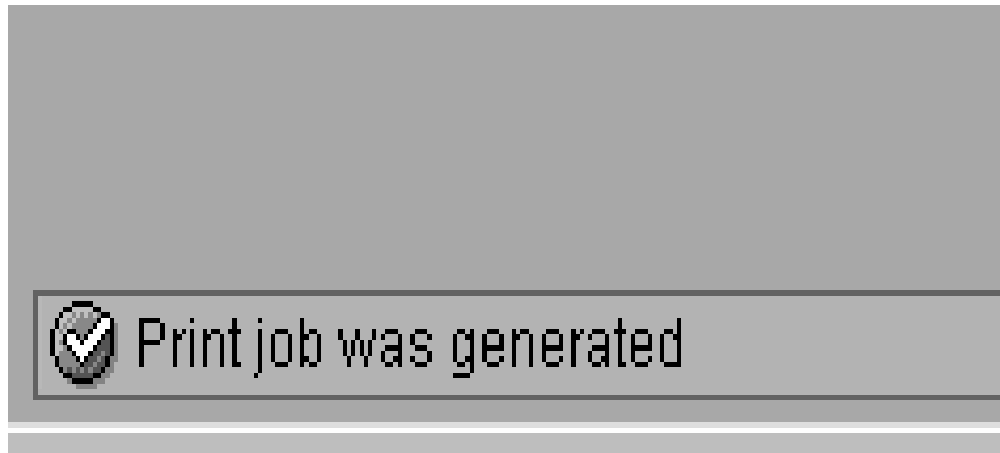
Other line item

PstKy count Sp. G/L Trans. type New co. code

DEV (1) (310) sapdev OVR

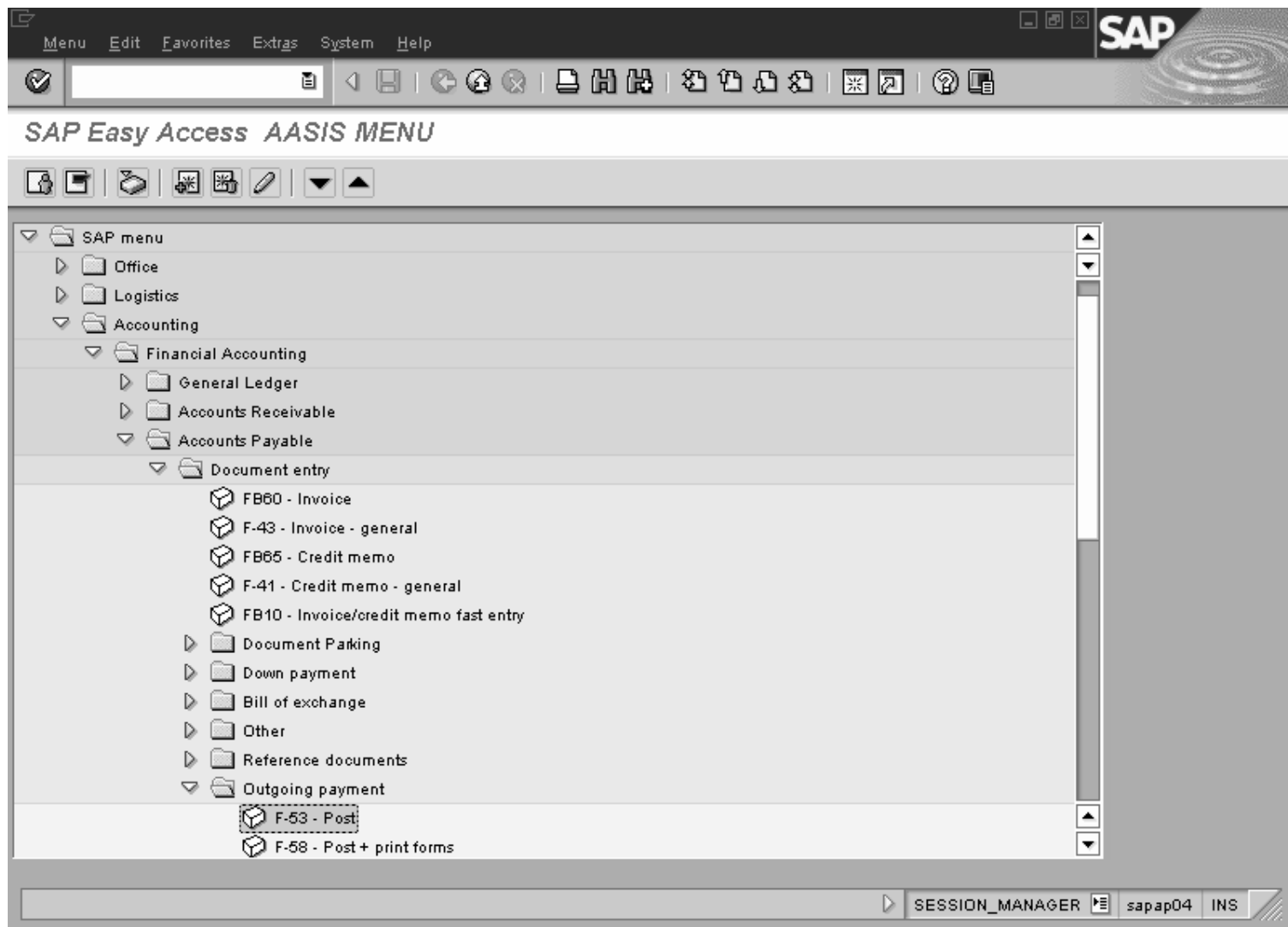
Click the save button to continue.





The status bar displays a message that the print job was generated.

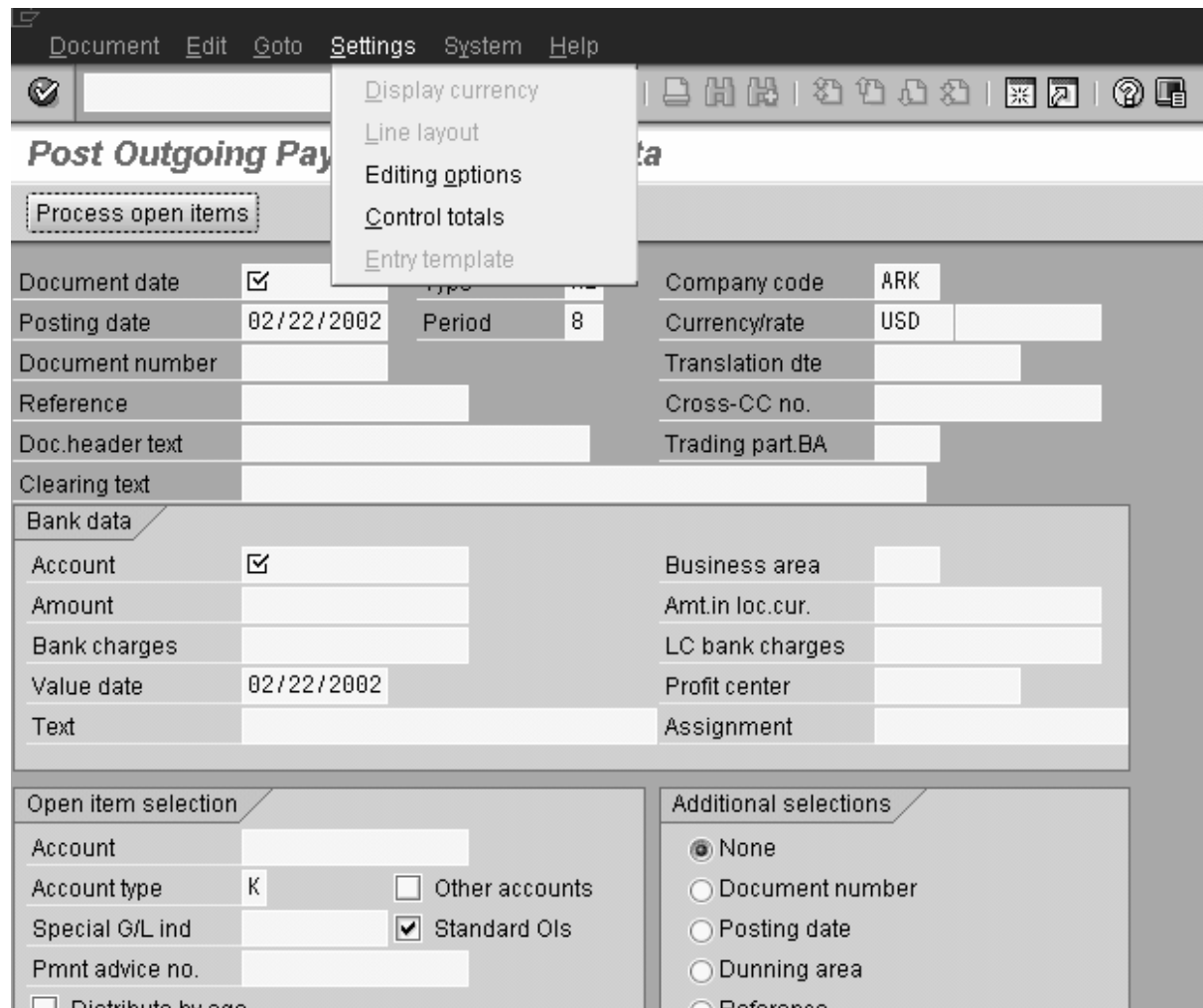
Transaction F-53 - Posting Outgoing Payments





Transaction F-53- Posting a Cleared Check

- Transaction F-53 is the process for posting an FB60 document created on a local bank account: Posting generates a clearing document to vendor's account.
- **NOTE:** Before beginning open item processing, change the system default values for open item processing in the user master record. This task will make it easier to select open items.



Document Edit Goto **Settings** System Help

Display currency
Line layout
Editing options
Control totals
Entry template

Post Outgoing Pay

Process open items

Document date ☒ Posting date 02/22/2002 Period 8 Company code ARK Currency/rate USD Translation dte Cross-CC no. Trading part.BA

Document number Reference Doc.header text Clearing text

Bank data

Account ☒ Amount Bank charges Value date 02/22/2002 Text Business area Amt.in loc.cur. LC bank charges Profit center Assignment

Open item selection

Account Account type K ☐ Other accounts Special G/L ind ☒ Standard OIs Pmnt advice no. ☐ Distribute by age

Additional selections

☒ None
☐ Document number
☐ Posting date
☐ Dunning area
☐ Reference

From the menu bar, select Settings > Editing options



Accounting Editing Options

Document entry	Doc.display	Open items	Line items	Credit mgt	P.adv
----------------	-------------	------------	------------	------------	-------

Open item processing
<input type="checkbox"/> Payment reference as selection criterion
<input type="checkbox"/> Process open items with commands
<input checked="" type="checkbox"/> Selected items initially inactive
<input type="checkbox"/> Enter payment amount for residual items
<input type="checkbox"/> Use worklists
<input type="checkbox"/> Display net amounts
<input type="checkbox"/> Include invoice reference
<input type="checkbox"/> Sorting by amount without +/- sign

Line layout variants for clearing transactions	
Customer	<input type="checkbox"/>
Vendor	<input type="checkbox"/>
G/L acct	<input type="checkbox"/>

Line layout variants for automatic payments	
Payment	<input type="checkbox"/>
Line items	<input type="checkbox"/>

On the Open items tab page, select the Selected items initially inactive check box. All other fields in the tab pages are optional. Click the Save button.  Click the back button to continue. 

Document Edit Goto Settings System Help

Process open items

Document date	04/24/2002	Type	KZ	Company code	ARK
Posting date	04/24/2002	Period	10	Currency/rate	USD
Document number				Translation dte	
Reference	Payment			Cross-CC no.	
Doc.header text				Trading part.BA	
Clearing text					

Bank data

Account	1107101001	Business area	0710
Amount	110.00	Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	04/24/2002	Profit center	
Text		Assignment	

Complete Header information as usual: Document date, Type, Company code, Posting date, Period, Currency/rate, and Reference.

On the Bank data section, complete the Account (GL code for local outgoing cash account), Business area, Amount, and Assignment fields. All other fields are optional.

Post Outgoing Payments: Header Data

Process open items

Document date	04/24/2002	Type	KZ	Company code	ARK
Posting date	04/24/2002	Period	10	Currency/rate	USD
Document number				Translation dte	
Reference	Payment			Cross-CC no.	
Doc.header text				Trading part.BA	

On the Open item selection section, complete the Account and Account type fields. All other fields are optional. Click the Process open items button.

Process open items

Value date	04/24/2002	Profit center	
Text		Assignment	

Open item selection	
Account	100000050
Account type	K
Special G/L ind	
<input type="checkbox"/> Other accounts	<input checked="" type="checkbox"/> Standard OIs

Additional selections
<input checked="" type="radio"/> None
<input type="radio"/> Document number
<input type="radio"/> Posting date

Document Edit Goto Settings Environment System Help

Post Outgoing Payments: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 100000050 Office Depot

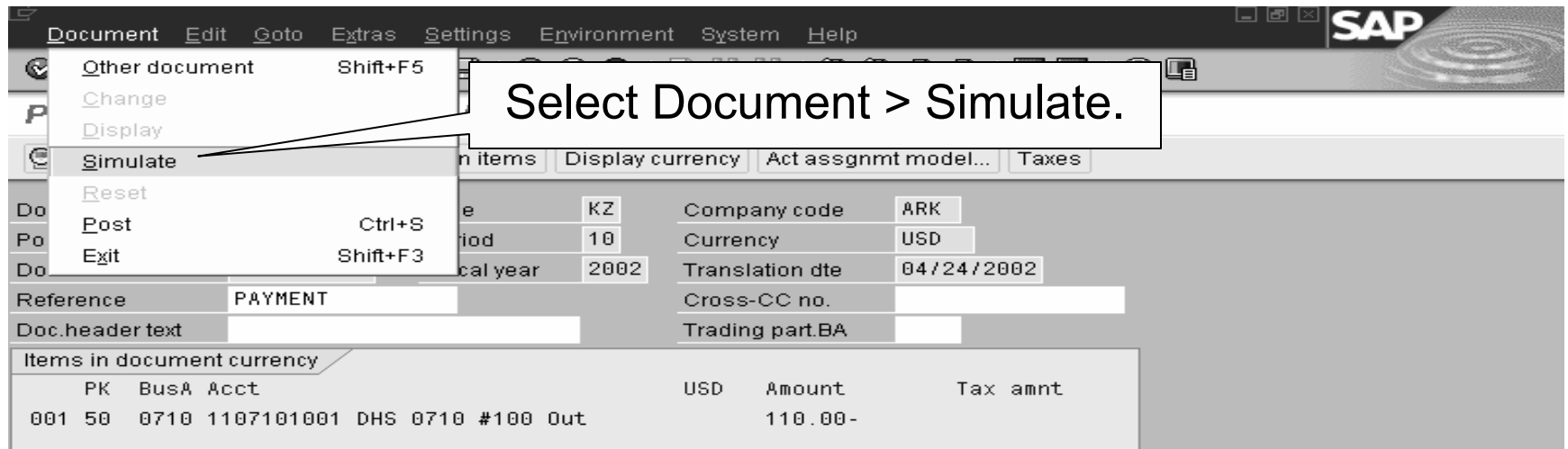
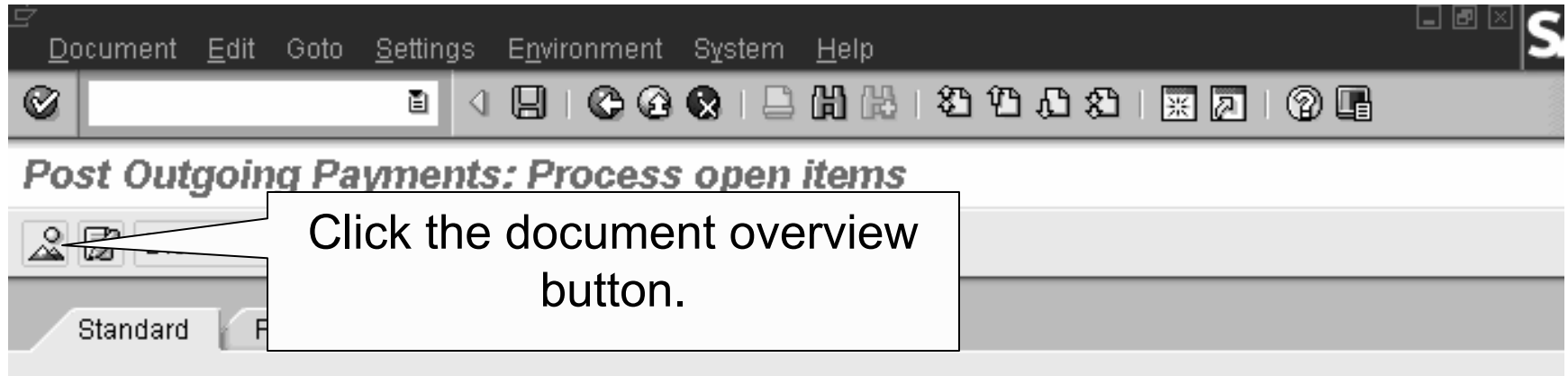
Document ...	D.. Docume...	P.. Bu...	Da...	USD Gross	Cash disct	Cash...
19001176	KR 02/04/2...	31	0610 79	1.07-		
19001187	KR 04/08/2...	31	0610 16	110.00-		

Amo... Gross<>... Currency Items Items Disc. Disc.


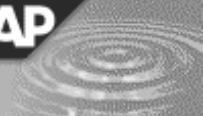
Editing status




























Number of items	12	Amount entered	110.00-
Display from item	5	Assigned	110.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Double-click the line item amounts to be cleared. The selected items will be highlighted in blue. When you select a line item amount, the Assigned and Not assigned fields change. The Not assigned amount must be zero to post the transaction successfully.




Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments: Display Overview

 Display currency Taxes Reset


Document date	04/24/2002	Type	KZ	Company code	ARK
Posting date	04/24/2002	Period	10	Currency	USD
Document number	INTERNAL	Fiscal year	2002	Translation dte	04/24/2002
Reference		Cross-CC no.			
Doc.header text		Trading part.BA			

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	50	0710 1107101001 DHS 0710 #100 Out		1.07 -	
002	25	0610 01000000050 Office Depot		1.07	



D 1.07 C 1.07 0.00 * 2 Line items

Other line item

PstKy	 count	Sp.G/L	Trans.type	New co.code
-------	---	--------	------------	-------------

Verify that the line items are correct and the balance equals zero.
Click the Post button to post the transaction.

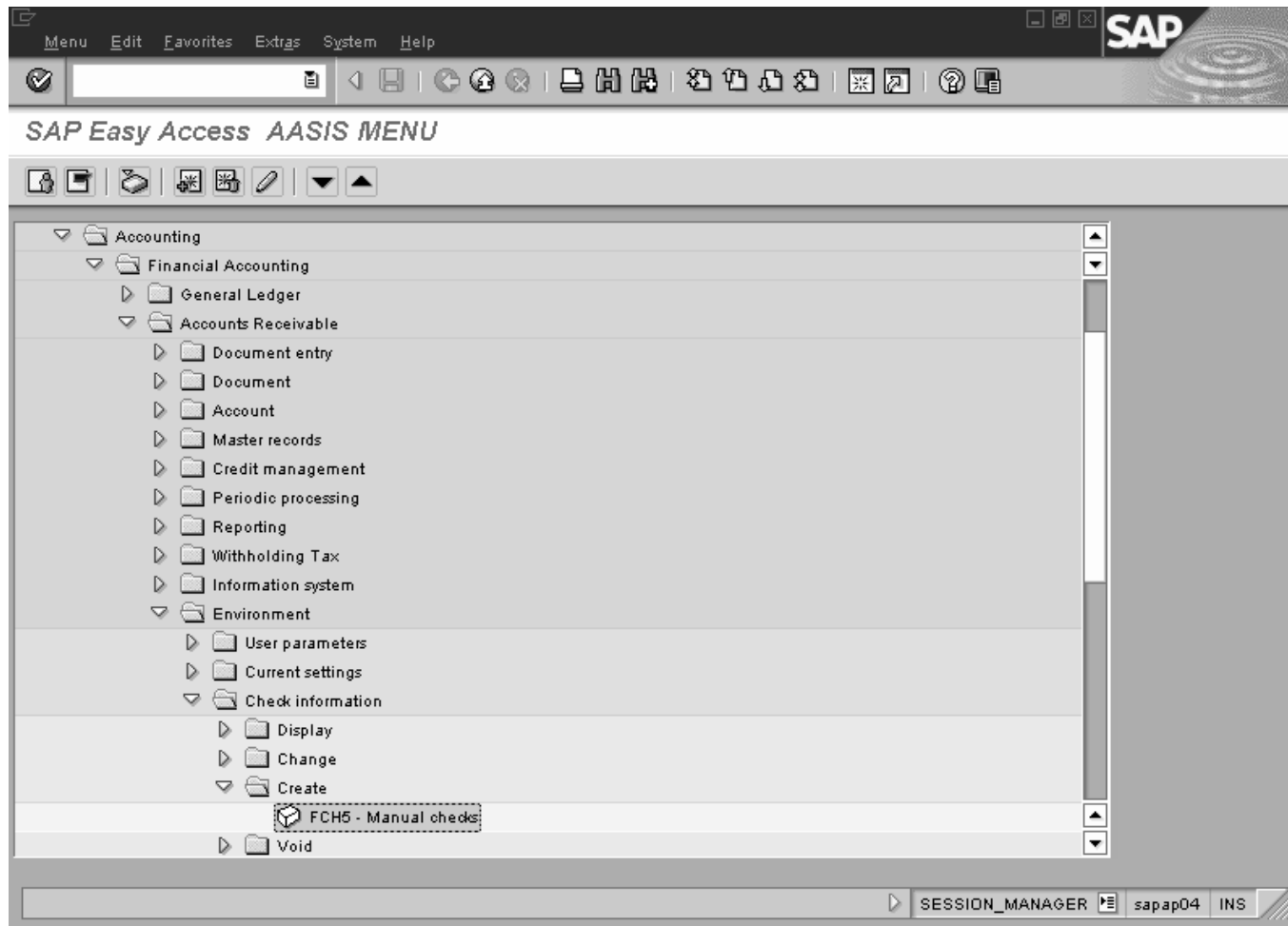


 Document 15000002 was posted in company code ARK

The invoice was posted, and a new document was created in AASIS. The document number is displayed at the bottom of the screen.

NOTE: After you post the vendor payment, you must enter the check information for reconciliation, reporting, and tracking purposes using Transaction FCH5. This transaction is covered in the following lesson.

Transaction FCH5 – Creating Manual Check Information



Transaction FCH5 – Creating Manual Check Information

- Transaction FCH5 allows a user to enter the check's detail in AASIS after a check has been manually written (offline by hand or typewritten). The creation of the check information follows the posting of a cleared payment to a vendor's account.
- It is important that the check details be entered to update the vendor's reconciliation account.
- This process is used only for local house bank checks, and cannot be used to process warrants or ACHs.



Check Edit Goto Extras Environment System Help

Create Check Information

Payment document no. 15000006

Paying company code ARK State of Arkansas

Fiscal year 2001

Check

House bank BA020 Bank of America

Account ID DHS1 DHS MAIN CHECKING ACCOUNT - Bank of Ameri...

Check number 000000006

Enter the Payment document no. from F-53, Paying company code, Fiscal year, House bank, Account ID, and Check number fields. **NOTE:** You must enter the next check number in the check number lot range. Click the Enter button or press Enter to display the check information.



Check Edit Goto Extras Environment System Help

Create Check Information

Accompanying docs Payment document

Payment document no.	15000006	House bank	BA020
Paying company code	ARK	Account ID	DHS1
Fiscal year	2001	Check number	000000006
Payment date	04/04/2001		

Issuing amount


Currency	USD
Amount paid	500.00
Cash discount amount	

Address

Title	
Payee name	Office Depot
Street	123 Some St.
City	Little Rock
Country	US
P.O. box	
PO Box post cde	
Post code	72201
Regional code	AR

Verify the check information. Change or enter information in the fields as appropriate. Click the Save button to create the check





✓ Check ARK BA020 DHS1 000000006 created manually

A new check has been created manually, as confirmed by a message displayed at the bottom of the screen.

NOTE: Transaction F-53 must be used to clear the payment to the vendor's reconciliation account prior to entering manual check information with FCH5.